

1016.0.0 INCLEMENT WEATHER POLICY

This establishes the Department of Human Services (DHS) inclement weather policy in compliance with Governor's Policy Directive (GPD-7) and is applicable to all DHS employees. (Exception: See Section 1016.6.0).

1016.1.0 DHS Will Remain Open Unless Governor Proclaims Otherwise

Due to the nature of the work conducted, DHS will remain open regardless of inclement weather, unless the Governor proclaims otherwise. All DHS employees will report to their designated work stations as usual. In the event of a Governor's directive closing all state agencies, the DHS divisions/offices will adhere to the Governor's directive except for the departmental facilities where there are 24-hour staffing requirements for direct client care. (See Section 1016.6.0)

1016.2.0 Time Keeping During Implementation of Inclement Weather Policy

- 1016.2.1 Upon public announcement by the Governor's Office that the Governor's Inclement Weather Policy is in effect, this policy will also be in effect. Avoiding undue personal risk, all DHS employees should arrive at their designated work stations at their regular start time but no later than two hours after their scheduled start time. (The two hours is for a grace period from the regularly scheduled start time.) Employees arriving within two hours of their scheduled start time will be given credit for a full day's attendance.
- 1016.2.2 Employees arriving more than two hours after their scheduled start time will be charged either annual leave, compensatory time or leave without pay calculated between their arrival time and their regularly scheduled start time. Employees not coming to work at all will be charged a full day's absence. Employees unable to report to work due to inclement weather must notify their supervisor or designated point of contact prior to the beginning of their scheduled work day or as soon thereafter as possible.
- 1016.2.3 In the event the Governor closes state offices, the entire day or portion of the day affected will be treated the same as for a holiday. Employees on approved leave when the office is closed will be charged for the leave as it was approved.
- 1016.2.4 Employees may be placed in a leave without pay status due to inclement weather. (See DHS 1007, DHS Leave Policy)

1016.3.0 Little Rock Metropolitan Area (Pulaski County)

- 1016.3.1 In the event of early morning severe inclement weather conditions, the Governor's Office will determine whether the Governor's Inclement Weather Policy will be placed into effect and will publicly announce its implementation before 6:30 a.m., if possible, via the media.

- 1016.3.2 When severe weather occurs during regular office hours, the DHS Director has the discretion to allow employees to leave work early for safety reasons with no loss of pay or no leave time charged. However, the requirement to maintain designated critical personnel and assure service delivery to the citizens of Arkansas for the full work day will be strictly adhered to.

1016.4.0 Outside Little Rock Metropolitan Area (Outside Pulaski County)

In the event of early morning severe inclement weather conditions, the DHS county administrators will confer with the division director for the Division of County Operations (DCO), or designee, to determine when the inclement weather policy is implemented in the county offices based on weather conditions which may be occurring in their respective parts of the State. The DHS county administrators will ensure that decisions to implement the inclement weather policy are communicated by means of local media before 6:30 a.m., if possible. Where this approach is not possible, employees should be instructed to immediately contact their supervisor or designated point of contact if they have questions about the implementation of the inclement weather policy. DHS 24-hour facility superintendents/administrators should refer to Section 1016.6.0 of this policy.

1016.5.0 Designation of Critical Personnel

- 1016.5.1 DHS division/office directors will establish and maintain a current list of critical personnel (those deemed necessary to maintain critical services) who will be required to reach their designated work stations by the regular office time regardless of weather related conditions to assure that DHS offices located throughout the State are open to the public and services are provided. A copy of the current list of critical personnel should be routed to DHS, Office of Finance and Administration, Human Resources/Support Services Section. Prior designation of such personnel will allow critical personnel to prepare for weather conditions and, if need be, arrange for alternative methods of getting to work. The only time critical personnel will be excused from reporting to work at their regular office opening time is when the Governor has publicly announced the closing of state offices in the Little Rock metropolitan area. Outside the Little Rock area DHS county administrators will confer with the DCO Division Director, or designee, before determining when an office closing is necessary due to severe inclement weather conditions. DHS 24-hour facility superintendents/administrators should refer to Section 1016.6.0 of this policy.
- 1016.5.2 Where possible, only Fair Labor Standards Act (FLSA) exempt employees will be designated as critical personnel (Exception: See Section 1016.6.0).

1016.6.0 Exception to the Procedures for Inclement Weather Policy

This policy does not apply to the DHS 24-hour facilities that require 24-hour staffing. Divisions/offices maintaining residential facilities will develop policies and procedures that provide 24-hour staffing during inclement weather conditions. These policies and procedures will be consistent with this policy, DHS 1007–DHS Leave Policy, interpretations from the Office of Personnel Management and the Governor’s Policy Directive on Inclement Weather,

and shall be approved by the DHS Director before implementation.

1016.7.0 Department Contact

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Replacement Notation: This rule replaces DHS 1016 dated 1-25-99.